

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Building Maintenance Mechanic

Date: 1995

Purpose of Job

The purpose of this job is to perform skilled/manual work functions associated with general maintenance of an assigned departments' facilities. Duties include, but are not limited to: repairing and maintaining facilities and equipment; performing general construction, repair, and installation tasks; performing basic plumbing, welding, electrical, carpentry, masonry, landscaping, and other tasks; and maintaining the workshop area.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

- Performs general construction, repair, and installation tasks such as installing/repairing appliances, doors, locks, fences, and plumbing fixtures; replacing windows; repairing gutters and roof leaks; assembling furniture or equipment; hanging pictures, blinds, guardrails, and fixtures; pulling cables; and moving furniture.
- Performs basic plumbing, welding, electrical, carpentry, masonry, landscaping, and other tasks such as installing/repairing plumbing systems, gas pipe lines, and fuel pumps; soldering pipes; laying tile flooring; and troubleshooting minor electrical repairs.
- Maintains inventory levels of tools and materials; orders supplies as needed; picks up special parts from supplier as appropriate.
- Maintains a clean and orderly shop; picks up and disposes of refuse.
- Performs various tasks or errands as assigned such as transporting employees, and delivering supplies or equipment.
- Provides training, guidance and direction to co-workers or assistants on projects.
- May perform supervisory duties as assigned.
- Provides assistance to other positions as needed.

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- Responds to routine requests for information or assistance from members of the staff, the public or other individuals.
- Substitutes for co-workers in temporary absence of same.

Communication:

- Communicates effectively with co-workers and other employees concerning work orders, problems, questions, requests for assistance, and emergency situations.
- Communicates with supervisor any problems that arise; accepts supervisory instruction and direction.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls, as necessary.

Planning and Organizing:

- Plans and organizes daily work routine; establishes priorities for the completion of work in accordance with needs.
- Estimates expected time of completion of work assignments and establishes a personal schedule accordingly.
- Plans and prepares for special projects on a monthly basis.

Equipment use and Maintenance:

- Operates and maintains equipment, machinery and tools related to construction and maintenance projects which includes an aerial bucket truck, backhoe, arc welder, jackhammer, drill press, hammer drill, pipe threader machine, shovel, catch basin spoon, level, water/waste pump, water key, ladder, scaffolding, etc.; utilizes various tools which includes carpentry tools, masonry tools, electrical tools, hand tools, etc.
- Prepares checklist and performs routine preventative maintenance to buildings and equipment, as needed.
- Cleans and maintains equipment and supplies; assists in cleaning and maintaining workshop area.

Record Keeping and Documentation:

- Reviews blueprints, drawings and diagrams.
- Receives various forms, work orders, invoices, reports, and other documents; completes, processes, and forwards as appropriate.
- Completes various logs, as needed.
- Prepares/generates maintenance records, work reports, or other documentation; forwards as appropriate.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Knowledge of the tools, principles and practices of the maintenance trades. Knowledge of the hazards and safety precautions of the trade. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information. Has the ability to communicate effectively with supervisors, and other staff members. Has the ability to use independent judgment in routine situations. Has the mathematical ability to handle required calculations. Has the ability to plan and organize work activities. Is capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines. Has good working knowledge of construction practices.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required; two years of skilled building maintenance experience or related; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and office equipment. Must be able to move or carry related objects or materials. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.